



# Procurement Clerk

## Announcement # ANNA 017-11

**Salary: \$9.31 - \$17.59 per hour      Series/Grade: NF 1106 02**

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

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**LOCATION: ANNAPOLIS BLUE JACKET CAFE**

**OPENED: February 4, 2011**

**CLOSES: Open Till Filled**

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**AREA OF CONSIDERATION: ALL SOURCES**

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**FULL TIME – 40 hours a week**

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**TO APPLY:** Download forms on <https://www.cnic.navy.mil/NDW/About/Jobs/>

Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-3653.

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### **DUTIES AND RESPONSIBILITIES:**

Provides clerical and technical support to assist purchasing agents, contracting personnel, and buyers. Typical work of position covered includes: preparing, controlling, and reviewing procurement documents and reports; verifying or abstracting information contained in documents and reports; contacting vendors to obtain status of orders and expedite delivery; maintaining various procurement/purchasing files; resolving a variety of shipment, payment or other discrepancies; reviewing commodity category levels from Merchandise System Reports (printed or computer), physical levels in retail areas, warehouse, and generating purchasing documents for superior's approval; carrying out input into computerized system on vendor and purchase order data; or performing other similar work in support of purchasing programs and operations, such as researching customer complaints on damaged products, identifying possible point of origin, and assisting supervisors and patrons in complaint resolution.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Minimum of one year experience in responsible support work in purchasing or a related clerical field. Knowledge of purchasing procedures and operation preferred. Knowledge of business mathematics. Ability to operate a typewriter, calculator and personal computer. Ability to communicate orally and in writing.

### **SPECIAL REQUIREMENTS:**

**National and state background checks are required for positions that involve working with youth programs.**

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**Visit our web site: <https://www.cnic.navy.mil/NDW/About/Jobs/>**

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**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

***As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.***

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

**Visit our web site:**

**<https://www.cnmc.navy.mil/NDW/About/Jobs/>**